



Levy County Board of County Commissioners  
Procurement Department  
310 School Street  
P.O. Box 310  
Bronson, FL 32621  
Phone: 352-486-5218, Ext. 2

November 8, 2022

Re: Levy County Purchasing Thresholds

The Levy County Procurement Department would like to increase the purchasing thresholds that were established in Ordinance 2018-005 due to increased inflation. In order to do so the Code would need to be amended.

**Proposed Changes Noted in Blue**

	<b>Current Thresholds</b>	<b>Proposed Thresholds</b>
Micro-Procurement	\$0.01 - \$3,000	<b>\$0.01 - \$4,999.99</b>
Small-Procurement – 3 quotes required	\$3,000 - \$19,999.99	<b>\$5,000 – \$25,000</b>
Competitive Sealed Bids	\$20,000 or more	<b>\$25,001 or more</b>

Increase in Micro-Procurement: **\$1,999.99**

Increase in Small Procurement: **\$5,000.01**

Increase in Competitive Sealed Bids: **\$5,001**

The proposed threshold revisions would also respectively raise the signing authorities:

Department Directors could make Micro-Procurement purchases up to \$4,999.99 in the open market without a formal bid, all other micro-procurement procedures would still need to be followed i.e. distributing equitably among suppliers, and working with the Procurement Coordinator to finalize the micro-procurement. Micro-Procurements should remain below \$5,000 for county asset purposes.

For small-procurements oral or written requests for quotes minimum of three (3) (if possible). All other procedures would still need to be followed, i.e. quotes between \$5,000 and \$25,000 would still need to be signed off by the County Coordinator or Procurement Coordinator.

Levy County’s purchasing thresholds are higher than other similar size counties currently (see attached).

Thank you for your consideration of this proposed update to the Levy County Code.

Respectfully,

Ali Tretheway